



## HIGH-SPEED RAIL: **CONNECTING AND TRANSFORMING CALIFORNIA**

By signing this Letter of Acknowledgment, I am acknowledging that I have been provided a copy of the California High-Speed Rail Authority (Authority) Business Advisory Council (BAC) Travel Reimbursement documents listed below.

1. The BAC Travel Reimbursement Guidelines
2. The BAC Travel Expense Reimbursement Guide
3. The State of California Payee Data Record (STD. 204)
4. The State of California Authorization To Use Privately Owned Vehicles on State Business (STD. 261)
5. The State of California Travel Expense Claim (STD. 262)

I further acknowledge that I have completely read and fully understand the Authority's BAC Travel Reimbursement Guidelines and will adhere to said Guidelines and any revisions made hereafter.

I understand that to be eligible for reimbursement pursuant to the BAC Travel Reimbursement Guidelines, I must provide the following documentation to the Authority:

1. An updated affirmation letter listing my association's active Primary and Alternate representative
2. A completed Payee Data Record Form (STD. 204)
3. A completed Authorization To Use Privately Owned Vehicles on State Business (STD. 261) (Applicable case by case)
4. A signed copy of this Letter of Acknowledgment

\_\_\_\_\_  
BAC Representative (Printed Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signed Date

**Collaboration**

**Diversity**

**Excellence**

**Innovation**

**Safety**

**Sustainability**